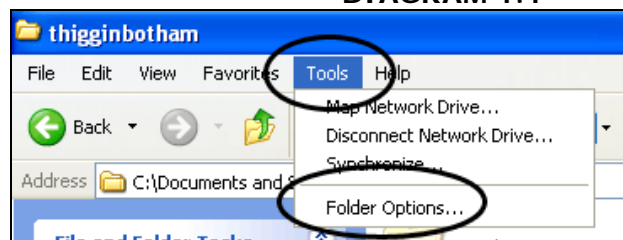# To clear temporary internet files and cookies off of your computer

Temporary Internet files posted to your computer by websites for faster retrieval will bog your machine down and slow its performance. Follow these instructions to clear these file at least once a week. This will reduce system clog and the risk of you getting ad-aware and spy ware off the internet.
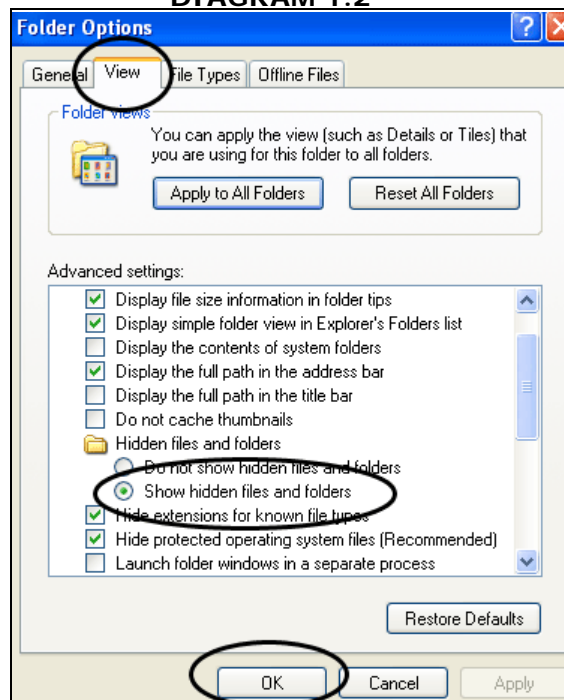
1. Double click My Computer
2. Double click Local disk (usually c:\ drive)
3. Double click "Documents and Settings" folder
4. Double click your username folder (i.e. thigginbotham)
5. Go to the top menu where it has "Tools" (Diagram 1.1)
   a. Click Folder Options

DIAGRAM 1.1

6. Click the View Tab

DIAGRAM 1.2

7. Make sure the option to see all folders and files is selected (see diagram 1.2)
   a. Click ok/apply
   b. Close window
8. Double Click Local Settings

a. Clear folder history by selecting all the files and deleting*

b. Clear folder Temp by selecting all the files and deleting*

c. Clear folder Temporary Internet files by selecting all the files and deleting*

do not worry these files will not affect any of your system settings they are only temporary

That is it, if you have any other questions please feel free to contact Tommy Higginbotham at webmaster@carrollton-ga.gov or 770-830-2000